

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
December 6, 2004

PRESENT: LAURA PETRAIN, CHAIRMAN; LEON METHOT, CO-CHAIRMAN; HELEEN KURK, SELECTMAN; THOMAS REYNOLDS, JR., SELECTMAN; DOUGLAS COOK, SELECTMAN

TOWN ADMINISTRATOR: ROBERT CHRISTENSEN

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Forrest Esenwine, Virginia Esenwine, Frank Campana, Jon Dowst, Naomi Bolton, Lisa Wetherbee, Elizabeth Olephant, Steve Dibble, Brian McDonald, Chuck Metcalf, Dan Drysdale, Larry Drysdale, Chief Richards, Fred Gannon, Chris Gannon, David Hunt, Bob Knapp

7:04 p.m. Chairman Laura Petrain called the meeting to order.

1. PUBLIC PARTICIPATION - Mr. Frank Campana corrected an error he had made in calculating the tax rate regarding the Service War Credit. At a previous Board meeting he had stated that there would be a \$.25 tax increase and after re-calculating determined it would be closer to \$0.50.

2. DEPARTMENT HEAD REPORTS – Chief Bob Richards informed the Board that the ambulance that was ordered was finished and ready to be picked up. There is a credit due from the purchase of the ambulance and he would like to use the credit to purchase snow tires from Mr. Gee's at \$125 each and hopes to update the BOS within a week on the final cost.

3. TOWN PLAYGROUND - Mrs. Lisa Wetherbee supplied informational packets to each Board Member with the final quote for the playground. Mrs. Wetherbee informed the Board that they have raised half of the cost of the playground which is approximately \$30,000 and asked the Board for their approval so they could make a deposit to the supplier of the playground.

Mr. Steve Dibbles, Certified Playground Safety Inspector of Child Scapes, presented the playground design to the Board. Mr. Dibbles informed the Board that the playground meets all safety and handicapped codes for the State of NH. Mr. Dibbles representing Burke, who is the manufacturer of the equipment, stated that there is a 100 year warranty on all hardware and that the slides have a 15 year warranty including free replacements parts. The playground will safely allow 250 children to play at one time. In response to Selectman Kurk's question, Mr. Dibbles stated that there is very low maintenance needed on the equipment and that the bark mulch will need to be replenished in approximately 8 years.

Mr. Brian MacDonald, President of the Weare Athletic Club (W.A.C.), stated that the W.A.C. has donated the fencing to surround the playground. Mr. MacDonald stated that the W.A.C. will take care of all the maintenance on the playground. Mr. Christensen stated that Primex will be going over the playground design and stated that

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liability coverage is already in place because the land is town owned. Mrs. Wetherbee stated the playground will be ready to be assembled in early May.

The Board gave the approval for the Town Playground.

4. SIGN AT THE TOWN HALL - Mr. Dan Drysdale updated the Board that he has raised \$1,900. to replace the sign in front of the Town Hall. The sign will be ready to install at the end of January. Chris Gagnon of Gagnon signs stated that they can incorporate the changeable copy portion as well as the top portion of the sign within the \$1,900. budget.

5. SHOOTING RANGE TIRES - Chairman Petrain stated that the Shooting Range Tires discussion was postponed to another Board meeting.

The Board agreed they would hold a Budget Workshop on Tuesday, December 21, 2004. Chairman of various committees will be invited to attend December 21.

6. CEMETRIES AND MUNICIPAL LAWN CARE -

Selectman Cook moved, Co-Chairman Methot seconded to award the Cemetery Lawn Care Contract for 2005 to Cutting Blade Lawn Care in the amount of \$20,500. Passed 4-1-0. Selectman Reynolds abstained.

Selectman Cook moved, Selectman Kurk seconded to award Municipal Lawn Care Contract for 2005 to Green Tomato Lawn Care in the amount of \$8,500. Passed 5-0-0.

7. ADMINISTRATIVE REPORT - Mr. Christensen updated the Board that an escape clause has been added to the Avitar contract.

Selectman Cook proposed a warrant article to establish a Capital Reserve Fund funded by surplus remaining in the Assessing Department from this year and in 2005 budget the \$80,000 with any remaining funds will go into the Capital Reserve Fund or in the General Fund. Selectman Cook stated that in 2006 more money will be needed and it will be available in the Capital Reserve Fund or General Fund.

Chairman Petrain requested a list of on-going warrant articles from Mr. Christensen.

Selectman Reynolds moved, Co-Chairman Methot seconded to sign the Avitar Contract for 2005 for one year in the amount of \$41,200 for 80 days of General Assessing and \$41,000 for Data Verification totaling \$82,200. Passed 3-1-1. Chairman Petrain opposed. Selectman Cook abstained.

Mr. Christensen stated he spoke with a representative to look further into the options for assessing.

Selectman Cook questioned the level budgeting \$146,193 to sign a two year contract, it was determined that no discount was given for a 2 year contract.

Chairman Petrain moved, Selectman Kurk seconded to award a 3 year Auditing Contract to Vachon Clukay and Co. for 2004 in the amount of \$10,900; 2005 in the amount of \$11,300; 2006 in the amount of \$11,550. Passed 5-0-0.

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Mr. Christensen informed the Board that the Standard Operating Procedures for Plowing has been converted into Adobe Acrobat PDF format and will be going on the website.

Mr. Christensen stated that he received an email referencing a land owner purchasing back town owned land and that there was a bank check and receipt faxed over to the office on December 7, 2004.

Elayne Pierson asked Mr. Christensen to remind the Board that the Trustees of Trust Funds will be meeting and there will be important documents that need the Boards signatures over the weekend.

Mr. Christensen informed the Board that Elayne Pierson was compiling the information needed to project the needs of the departments and where the budget stands as of now.

Mr. Christensen told the Board that the CIP sub committee is going very well, very productive, and that they are focusing on the matrix to apply to CIP requests.

Selectman Cook questioned the Cartographics Tax Map Maintenance Agreement, stating that one of the items is GIS and has NA next to it - meaning not applicable. Selectman Cook stated that Mr. Steve Najjar felt Arcview format would be more beneficial to the Town and that CAD format was of no use to the town. Selectman Cook asked to postpone signing the Cartographics contract at this time until another format is agreed upon.

Selectman Cook told the Board that he felt strongly about working with taxpayers and helping them keep their land. He was glad to see that the Town held on to this property and will be able to sell it back to the taxpayer.

8. MANIFESTS

Chairman Petrain moved, Selectman Kurk seconded, to authorize the Board of Selectman to sign Manifest and order the Treasurer to sign checks dated December 9, 2004. Passed 5-0-0.

Accounts payable	\$8,455.41
Gross Payrolls	<u>\$30,235.64</u>
Total	\$38,691.05

9. MEETING MINUTES

Chairman Petrain moved, Co-Chair Methot seconded to approve amended minutes of November 15, 2004. Passed 5-0-0.

10. LAND USE BUDGET

Naomi Bolton stated that there was a need for the Land Use Coordinator position to become full-time and that letters from various people have been sent to the Board in support of this full-time position.

Jonathan Dowst asked the Board if the change in the Land Use Coordinator from part-time to full-time would be on a warrant article as a stand-alone article or within the budget.

Selectman Cook questioned what effect the Interim Growth Management Ordinance has on the Land Use Department. Mrs. Bolton stated there was a no decrease because of the work still being done on the Master

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Plan, Site Plan Reviews and Line Adjustments. Selectman Cook questioned the phasing process and Mrs. Bolton explained that those have been tabled so that in March they can be put back on the table.

Selectman Cook questioned Mrs. Bolton on the amount of time spent on minutes keeping and the amount of compensation time she takes.

11. BUDGETS

TOWN OFFICERS SALARIES

Selectman Kurk stated that the Town of Weare Board of Selectman are the highest paid when comparing other towns the same size as Weare and feels that \$5,000 is a lot of money. Selectman Kurk suggested that the board should get \$2,500 to \$3,000 with the Chairman receiving \$500 to \$1,000 more.

Chairman Petrain moved, Selectman Reynolds seconded to set salary for 2005 for the Board of Selectman at \$3,000, with the Chairman receiving an additional \$300. Passed 3-1-1. Methot opposed. Cook abstained.

Selectman Cook questioned when the last time the Town Treasurer received a pay increase. Selectman Cook requested information regarding the history of that salary.

TOWN OFFICER EXPENSES

Mr. Christensen stated that the Town Mailer needs to be adjusted down approximately \$1,000. There are also decreases in office equipment of \$150, office equipment maintenance down \$200 and office supplies are down \$250. There is an increase in computer supplies because of the need for Acrobat Writer. The town presently owns one copy and more are needed for efficiency. Mr. Christensen stated that there was a need for a Professional IT employee.

LEGAL EXPENSES

The budget was overspent due to the Planning and Zoning Departments need for additional legal work. There is an increase of \$24,000 for Planning Board and \$14,000 for Zoning Board increase. Selectman Cook stated he was not in favor of raising this budget because it gives the incentive to stay within the budget and we can go to DRA for assistance. Selectman Kurk questioned Selectman Cook how often we had to go to DRA to increase the budget. It was determined that we needed assistance twice in the past five years. Jon Dowst questioned the Board of how likely do they feel the budget will be overspent due to lawsuits. Mr. Christensen stated that it depended on the GMO and the Planning Board and the issues regarding illegal junkyards. Co-Chairman Methot said that most of the lawsuits brought forth because of the IGMO will most likely be dropped but the town will have to spend a lot of money on legal expenses.

SELECTMEN'S OFFICE

Selectman Reynolds questioned the Town Office floating position, the feeling amongst the Board was that it needed to go on a separate warrant article.

Mr. Christensen stated a big increase in health insurance and the final percentage is not yet reflected in the budget.

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Selectman Cook stated he has a problem with the default budget and moving the numbers around, default number from last year is a fixed number with fixed expenses and now try to apply it into a position and that position is now not a fixed expense.

There was a discussion on the default budget. Jon Dowst questioned the definition of a default budget. Chairman Petrain stated that DRA has defined a default budget as meaning plus or minus one time expenses and contractual obligations. Selectman Cook stated that the increase in wages was the biggest controversy.

Chairman Petrain invited the Finance Committee to a budget workshop session on December 21, 2004 at 7:00.

11. NONPUBLIC SESSION

Chairman Petrain moved, Co-Chairman Methot seconded, to enter into nonpublic session @ 9:56 p.m. pursuant to the authority granted in RSA 91-A:3II(a). A roll call vote was taken. Co-Chairman Methot - yes; Selectman Reynolds - yes; Selectman Kurk - yes; Selectman Cook - yes; Chairman Petrain - yes. Passed 5-0-0.

Present at the session were Selectmen Petrain, Methot, Cook, Reynolds, and Kurk and Town Administrator, Robert Christensen.

The Board of Selectmen continued discussion from a previous nonpublic session to determine the appropriate level of salary for the position/responsibility upgrade made when the Town moved Robert Christensen from an Administrative Coordinator to a Town Administrator, which officially occurred on August 16, 2004, following discussion over previous selectmen's meetings.

It was determined after several salary figures were presented to provide a salary of \$49,500 and that the number would include any performance raise that would result from the annual review of Mr. Christensen.

It was further determined that this salary would take effect on January 1, 2005 as the Administrator has been functioning as such since August 16, 2004 at the Administrative Coordinator salary level due to the inability to make any monetary change in the current budget year.

It was also determined that Chairman Petrain would make mention of the decision at the next selectmen's meeting, scheduled for December 20, 2004.

Chairman Petrain made a motion to come out of nonpublic session at 10:01PM. Selectman Reynolds seconded the motion. There was unanimous approval to exit nonpublic session and to not seal the minutes; thereby, entering the discussion into the public record.

12. ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary